

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Information Technology	(2) MEETING DATE 6/2/2015	(3) CONTACT/PHONE Daniel Milei 781-5072	
(4) SUBJECT Request to approve a contract with Jensen Audio Visual in the amount of \$354,418 and approve a budget adjustment to augment the Board of Supervisors Chambers Audio Visual Modernization project in the Countywide Automation Fund – FC 266 utilizing salary savings from Information Technology - FC 114 in the amount of \$66,468 and Public Education & Government Access funds in the amount of \$287,950. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve: 1. Approve a contract with Jensen Audio Visual and that the Chairperson sign the contract with Jensen Audio Visual in the amount of \$354,418; 2. Approve a budget adjustment to augment the existing Board of Supervisors Chambers Audio Visual Modernization project in the Countywide Automation Fund – FC 266 utilizing salary savings from Information Technology – FC 114 in the amount of \$66,468 and Public Education & Government Access (PEG) funds in the amount of \$287,950 by 4/5 vote.			
(6) FUNDING SOURCE(S) Public Education & Government Access (PEG) Funds and Information Technology – FC 114	(7) CURRENT YEAR FINANCIAL IMPACT \$354,418.00	(8) ANNUAL FINANCIAL IMPACT \$15,000.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001541		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1415148 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Information Technology / Daniel Milei
781-5072

DATE: 6/2/2015

SUBJECT: Request to approve a contract with Jensen Audio Visual in the amount of \$354,418 and approve a budget adjustment to augment the Board of Supervisors Chambers Audio Visual Modernization project in the Countywide Automation Fund – FC 266 utilizing salary savings from Information Technology - FC 114 in the amount of \$66,468 and Public Education & Government Access funds in the amount of \$287,950. All Districts.

RECOMMENDATION

It is recommended that the Board approve:

1. Approve a contract with Jensen Audio Visual and that the Chairperson sign the contract with Jensen Audio Visual in the amount of \$354,418;
2. Approve a budget adjustment to augment the existing Board of Supervisors Chambers Audio Visual Modernization project in the Countywide Automation Fund – FC 266 utilizing salary savings from Information Technology – FC 114 in the amount of \$66,468 and Public Education & Government Access (PEG) funds in the amount of \$287,950 by 4/5 vote.

DISCUSSION

The Information Technology (IT) department supports and maintains the audio and video equipment in the Board of Supervisors (BOS) chambers. The BOS Chambers audiovisual (AV) hardware systems were installed as part of the New Government Center construction project in 2004. These systems include audio amplification and recording, video recording, audio-video projection, room lighting, television broadcasting, internet streaming, and in-room request to speak, speech timing, and agenda systems. These integrated AV systems are used by the Board of Supervisors, Planning Commission, SLOCOG, and many other formal boards and commissions.

Many of the AV hardware components are over 10 years old and are based on analog technologies. The AV industry has progressed to digital and high definition technologies. As the components have failed or partially failed, the County IT Department has found and implemented replacement components. However, due to the lack of vendor support for the aging analog hardware technology being used, the ability to find replacement parts has become exceedingly difficult and costly. It is now necessary that the AV systems in the BOS Chambers be replaced with modern digital equipment.

Additionally, providing adequate technical support for the existing BOS AV equipment has been an on-going challenge for IT staff. The ability to support audiovisual systems is a specialty skill that falls outside of the traditional IT worker's knowledge and expertise. Advanced training to support audiovisual systems, particularly in the challenging acoustical environment of the BOS Chambers, is not readily available. Vendor support should be a component of any system

renovation project.

In November 2014, Information Technology competitively bid Request for Proposals (RFP) through the County's e-procurement website, Public Purchase. Three responses were received. A selection committee reviewed the proposals and interviewed the firms in February 2015.

Jensen Audio Visual, located in Santa Barbara, received the highest scores from the selection committee based on completeness of submittal, understanding and approach to the project, professional qualifications, experience with similar projects, response to interview questions and local vendor preference. Notifications were made to non-selected companies and no protests were received.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed and approved the contract for form and legal effect. This request has been prepared in coordination with Public Works, the Auditor Controller's Office and the County Administrative Office.

FINANCIAL CONSIDERATIONS

On June 18, 2002, the County Board of Supervisors adopted a policy to allocate the Public, Education and Government (PEG) Trust Fund in thirds to Public Access, Educational Access and Government Access programs. The money in the Trust Fund has been collected from the former Falcon territories of Los Osos, Cambria, Templeton and Santa Margarita. Additionally, some has come from San Simeon, as part of a provision in that community's cable TV franchise agreement.

Previous project funding from three fiscal years includes \$20,000 from FY 2012-13, \$53,400 from FY 2013-14 and \$61,000 from FY 2014-15. Of this total \$134,400, \$25,955 has been spent which leaves a remaining budget amount of \$108,445. This amount will remain in the Countywide Automation Fund in order to purchase spare parts and equipment that may not have been identified in the original design process. AGP Video, which is a company the County uses to produce broadcast of the Board of Supervisors meetings, will need supplemental equipment and parts in order to interface with the new, modern audio visual system.

A \$300,000 PEG funds request to augment the project was recommended in the FY 2015-16 Proposed Budget for FC 266, but due to time constraints for project implementation and a payment due to the vendor in June, IT needs to have the contract approved before the budget. As a result, IT is requesting to augment the project in the Countywide Automation Fund – FC 266 utilizing salary savings from Information Technology – FC 114 in the amount of \$66,468 and PEG funds in the amount of \$287,950. The recommended funds included in the FY 2015-16 Proposed Budget will not be needed.

The time constraint is due to the upcoming blackout period in the Board of Supervisors chambers, which occur only twice a year. The period from June 19 through July 2 was chosen for the project implementation because it is the next blackout period, which means that no Board of Supervisors meetings will occur during that time. Also, all meetings that were scheduled during this blackout period have already been canceled for several departments including Planning, Pension Trust, Courts, Air Pollution Control District and Information Technology.

The next blackout period will be during late December 2015, which is a poor choice for project implementation due to the limited availability of both staff and vendor resources during the busy holiday season. Alternatively, the project can be delayed until the next available blackout period in June 2016. A delay to the project would mean that more funding would be used to fix the failing equipment within the BOS Chambers and that the County would continue to use outdated audio and video equipment in order to broadcast Board meetings to the community.

The total budget amount of this project will be \$462,863, of which \$354,418 is requested amount to augment the project in order to pay for the contract with Jensen Audio Visual, and the remaining \$108,445 will be for spare parts and equipment and to interface with equipment used by AGP video.

Suggested funding source for on-going maintenance, estimated to be approximately \$15,000 per year, would be recovered in the IT Department Enterprise Services fee in FC114 starting in FY 2017-18.

RESULTS

Approval of this request will replace aging analog audio and video equipment, which will help to maintain current audio and video service levels. In addition, the new, digital equipment will enable the use of digital signal processing which will increase the quality, speed and reliability of the audio and video output both within the chambers and through radio and television broadcast.

Results from the project to modernize the BOS Chambers AV systems will include:

- New digital audiovisual systems installed
- Public meetings will experience fewer disruptions due to system failure or degradation
- Improved access to assisted listening technology for public audience members
- Each board member position will have local audio amplification, request to speak, and mute functionality
- Audio processing and amplification that insures all meeting participants can easily hear and understand those who are speaking
- Increased level of vendor-provided support for the AV systems
- Accurate as-built drawings and equipment list for the AV systems

This meets the County's Community-wide results for a Well-Governed Community: "The County will provide high quality "results oriented" services that are responsive to community desires."

ATTACHMENTS

1. Jensen contract for BOS Chambers Modernization